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ABSTRACT

This booklet was created to help women develop resumes and complete employment applications in order to translate their volunteer experiences into employment credentials. It can also serve as a guide to help employers evaluate a volunteer's experience. Procedures for evaluating volunteer experience are outlined following an introduction. Presented next are guidelines to assist employers and volunteers in making volunteerism work for them. Three case histories of women who succeeded in translating volunteer skills into employment credentials are presented. Concluding the guide are a list of additional resources, general Maryland resources, a list of local commissions for women and displaced homemaker centers in Maryland, and a list of the members of the Maryland Commission for Women. (MN)

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CE

List your work experience below, starting with your present or most recent position. Include paid or *UNPAID*, full- or part-time, military, summer jobs, etc. If additional space is needed, use the space provided on the back of this form or attach supplementary sheets. Explain your duties and responsibilities in detail.

1. Present Title: ... Salary

Describe your present duties:

Number and kind of employees supervised:

2. Employer (if different) ... Address

Previous Title ... Starting Salary ... Last Sa.

Your Duties

Number and kind of employees supervised:

3. Employer (if different) ... Address

Previous Title ... Starting Salary ... Last Sal

Your Duties

Number and kind of employees supervised:

4. Employer (if different) ...

Previous Title ... Starting Salary ... Last Sal

Your Duties

Number and kind of employees supervised:

5. Employer (if different) ... Address

Previous Title ... Starting Salary ... Last Sal

Your Duties

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HOW TO TRANSLATE VOLUNTEER SKILLS INTO EMPLOYMENT CREDENTIALS

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HOW TO

TRANSLATE

VOLUNTEER SKILLS

INTO

EMPLOYMENT CREDENTIALS

MARYLAND COMMISSION FOR WOMEN

April 1984

ACKNOWLEDGEMENTS

First, the Maryland Commission for Women wishes to thanks its Task Force on Volunteerism, which operated from 1976 to 1979. Chaired by Commissioner Elizabeth S. Morrison, the Task Force designed and conducted several major research projects, culminating in the development of the first edition of ***How to Translate Volunteer Skills in Employment Credentials*** in June 1979. The Task Force membership was made up of representatives from a number of volunteer organizations and governmental agencies. Thanks to their efforts, the first edition of the booklet, ***How to Translate Volunteer Skills in Employment Credentials*** was made available to the public. Between 1979 and 1983 over 5,000 copies of the booklet have been distributed.

Next, the Commission expresses it appreciation to those people who assisted in the update and revision of the booklet for its 1984 printing: Shoshana Cardin, Elizabeth S. Morrison, Diane Weaver, Jo-Ann Orlinsky, E. Dolores Street and Martha Clark McIntyre. To Joan Williams we say a special thank you for her excellent and skilled secretarial assistance.

And finally, the Commission expresses its thanks to Marian Callaway from the Department of Human Resources, Public Information Office for her assistance in preparing this edition of the booklet for publication.

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I. INTRODUCTION

The Maryland Commission for Women's Task Force on Volunteerism published ***How to Translate Volunteer Skills into Employment Credentials*** for the first time in June 1979. Prior to writing the original booklet, the Task Force designed and conducted a survey of public and private agencies and businesses to determine how they responded to volunteer experience. The Task Force also researched how women used their volunteer experiences to gain employment credentials.

Interesting among the findings from the Task Force's research done between the years 1976 and 1979 were these observations:

- Although some company job application forms allowed space to discuss volunteer skills, the companies regarded this type of experience as being of minimal importance. Indeed, it appeared that very few companies considered volunteer experience when making hiring decisions.
- Some businesses indicated that their application forms adequately covered volunteer experience when they asked applicants to list community activities or organizational affiliations. This type of listing seldom allowed for a discussion of skills and knowledge acquired from the volunteer experience; yet some companies used the listing as evidence of an individual's maturity and leadership capacity.
- Governmental agencies appeared to be more active than private businesses, on the whole, in encouraging employee volunteerism and recognizing volunteer experience on the job applications.
- Few employers had policies relating to the assessment of volunteer experience.
- Individuals who had worked as volunteers prior to employment had a very positive image of volunteerism and reported that their volunteer experiences had enhanced their careers.

Some improvement has taken place in recent years in the private and public sectors in the recognition of the value and importance of the volunteer work of both potential and currently-employed personnel. When individuals are hired based on their volunteer experience credentials, employers can see how valuable that experience is in developing work-related skills ***and*** how volunteering continues to enhance skills and knowledge of the employee once hired.

Because the primary work experience for many women has been, and in many cases still is, the work they have done in the volunteer sector, it is essential that we continue our efforts to establish recognition for their volunteer work as ***bona fide*** work experience. As volunteers, women frequently develop such skills as fund-raising, marketing, public relations, supervisory and interpersonal skills and managerial techniques.

This booklet was created to help women develop resumes and complete employment applications in order to translate their volunteer experiences into employment credentials. The booklet also serves as a guide to employers to help them evaluate the volunteer's experience.

The Maryland Commission for Women believes that the recognition of volunteer experience not only benefits volunteers and employers, but also serves to strengthen our valuable and vital volunteer sector and enhances its relationship to the business world. We hope that this booklet will assist in the recognition of volunteer experience by volunteers and employers throughout the State.

II. HOW TO EVALUATE VOLUNTEER EXPERIENCE

While it is important to encourage businesses and governmental agencies to accept volunteer experience in evaluating potential employees or considering an employee for promotion, it is also vital that volunteers be prepared to provide specific information about their unsalaried positions. Frequently job titles of volunteer positions do not give sufficient information to potential employers about skills, level of responsibility and qualifications.

Employers and volunteers should consider the following when evaluating unsalaried experience:

- What was the range of the volunteer experience?
- Was the volunteer experience occasional or long-term?
- Was the volunteer closely supervised or did the volunteer work independently?
- Is there evidence of growth in skills?
- Was the volunteer in a supervisory or managerial capacity? If so, what were the duties and how large was the group?
- Was the organization highly structured or informal?

Employers and volunteers could evaluate unpaid experience by using the following categories:

- ***Direct Service to Clients:*** Refers to one-to-one relationships, focusing mainly on and utilizing interpersonal skills. Examples: work with disadvantaged or handicapped persons, in hospitals, on crisis hotlines, or in client counseling situations.

- ***Planning and Administration:*** Refers to decision-making and active involvement in management. Examples: being in a leadership position in an organization or on a standing or ad hoc committee, developing programs and/or goals and objectives, planning budgets, organizing or implementing a fund-raiser.

- ***Advocacy:*** Refers to researching, lobbying, surveying, speaking and organizing with respect to a specific issue or interest. Examples: developing a telephone tree to contact legislators, organizing a lobbying effort and orchestrating testimony, writing and presenting testimony, conducting public opinion polls, and doing research on an issue and working to support or oppose legislation of interest.

- ***Public Information:*** Develops mainly writing, speaking and interpersonal skills. Examples: guides for school tours, museums, historical buildings, reporting for local newspapers and alumni groups, writing and producing a newsletter or a brochure for the organization, public speaking about the organization or its programs.

Employers and volunteers may find the following partial list of skills developed through volunteerism of particular interest as they prepare to assess the volunteer experience:

Administrative Skills

- Record keeping
- Facilitating meetings
- Program design and implementation
- Design and organization of agency
- Financial projections, budgeting and planning

Communication Skills

- Teaching
- Counseling
- Public relations
- Proposal writing
- Disseminating information
- Listening skills
- Speaking in front of groups
- Acting as liaison between groups
- Writing

Supervisory and Management Skills

- Supervising, coordinating and supporting volunteers
- Recruiting and evaluating volunteers
- Supervising and advising employees
- Orientation and training

Evaluating Skills

- Pinpointing problem areas
- Evaluating client problems
- Performing client intake

Public Relations Skills

- Knowledge of community services and the media
- Lobbying and advocacy work
- Dealing with crisis situations
- Knowledge of printing and layout of materials

Fund-raising Skills

- Knowledge of sources of public and private money
- Knowledge of different forms of fund-raising
- Organizing fund-raiser

III. HOW TO MAKE VOLUNTEERISM WORK . . . FOR THE EMPLOYER

How to Recognize and Evaluate Volunteer Experience:

- Develop personnel application forms which give equal weight to relevant volunteer experience and to paid employment.
- Develop hiring and promotion policies which encourage recognition of volunteer experience.
- Foster active employee participation in volunteer community efforts.
- Recognize and spotlight the contributions of employees as volunteers.
- Encourage employees who do volunteer work on personal time to list experience with personnel officer.
- Credit relevant volunteer experience when considering employees for promotion.

How to Profit by Recognizing and Fostering Volunteerism:

- Increase productivity and efficiency by acquiring highly motivated and skilled employees.
- Help reach affirmative action goals by identifying qualified potential employees.
- Reduce on-the-job training costs.
- Enhance corporate image in the community.
- Improve employee morale.

. . . FOR THE VOLUNTEER

How to Use Volunteer Experience to Gain Paid Employment:

- Identify and analyze skills gained through volunteering.
- Be aware that they are ***bona fide*** work skills that you can claim.
- Make sure the volunteer skills you claim toward paid employment are ***relevant*** to your career objective.
- Request documentation from the volunteer agency in the form of:
  - (1) Job descriptions
  - (2) Record of time spent on the job
  - (3) Duties performed
  - (4) Evaluation of performance
  - (5) References
- Write "Volunteer" in space provided for salary.
- When developing a resume treat volunteer experiences and skills as you would paid employment.
- Highlight the skills you've acquired by developing a "functional" resume. A "functional" resume should include:
  - (1) A statement of work history which presents relevant volunteer experience and paid work experience chronologically.
  - (2) A description of experiences which highlights skills acquired as a volunteer.
  - (3) A description of past volunteer duties which uses action verbs and specific accomplishments.
- Staple your resume highlighting skills to any job application which you are requested to complete.

IV. CASE HISTORIES

In order to illustrate the transferability of volunteer skills to paid employment on an employment application, three case histories are presented here. The three women you will read about in the next few pages developed resumes highlighting their volunteer experience and completed job application forms with information about skills they gained through their work as volunteers.

VOLUNTEER A: RUBY

Ruby's History

At age 36, with four children to raise, Ruby became a widow. For the previous ten years, although lacking a high school diploma, Ruby worked as a post office mail clerk, and at the same time, volunteered to work in a women's prison. Her first assignment had been to talk with each woman prisoner individually, compile the responses and report the results to a task force on inmate morale. Later, Ruby organized other volunteers to participate as speakers and perform in singing groups to entertain the prisoners.

The staff at the prison encouraged Ruby to speak to community and church groups about raising funds for a prison half-way house program designed to help released prisoners cope with readjustment to society. Ruby helped research and write a proposal that resulted in a three-year funding grant for a half-way house. She subsequently became a charter member of the advisory board.

After her husband died, Ruby completed high school, earned an Associate of Arts degree in Law Enforcement and Corrections, and went on to complete her Bachelor's degree. At the same time she continued to do volunteer work with the half-way house and several old-age homes, designing socialization programs for their residents. Part of her volunteer experience was a year spent as a VISTA volunteer.

"I discovered," said Ruby, "through my volunteer activities that I make an impact and help people actually change their lives."

Ruby's Response to the Application Form for the Position as Community Coordinator for the Teachers Corps

APPLICATION FORM

List your work experience below, starting with your present or most recent position. Include paid or unpaid full or part-time, military, summer jobs, etc. If additional space is needed, use the space provided on the back of this form or attach supplementary sheets. Explain your duties and responsibilities in detail.

1. Present Employer: Maryland State Division of Correction
   Salary: Volunteer
   Title: Program Coordinator/Advisory Board Member
   Describe your duties: Developed social programs, organized volunteers to implement programs and meet goals, spoke to community groups, raised funds, helped research and write grant proposal resulting in three-year funding of program, chaired program development committee of board.
   Number of employees supervised: 10 volunteers.
   Reason for leaving: To seek paid employment.

2. Employer: ACTION
   Salary: Volunteer
   Previous Title: VISTA Volunteer Program Coordinator
   Your duties: Designed programs for socialization of patients in halfway houses and old-age homes. Planned activities, coordinated volunteers, helped with counseling and rap sessions.
   Number of employees supervised: 6 volunteers.
   Reason for leaving: Program ended.

RUBY T. JOHNSON

4916 Greenmount Drive
Baltimore, Maryland 21213
(301) 543-1121

Summary of Qualifications

Skilled in planning and organization of programming for groups including prison inmates, elderly and residents of group homes.

Experienced in proposal development, writing and fund-raising. Strong communications skills and experience.

Professional Experience

1976 Present: ***Maryland State Division of Correction.*** Program Coordinator and Advisory Board Member -- Responsible for developing social programs, advising staff on operation of half-way house, organizing volunteers to implement programs and meet goals, speaking to community groups, raising funds, research and writing of grant proposal which resulted in three-year funding of programs; volunteer, 10 hours per week.

September 1980 to August 1981: ***ACTION.*** VISTA Volunteer Program Coordinator -- Responsible for designing programs for socialization of patients in half-way houses and old-age homes, planned activities, coordinated volunteers, helped with counseling and rap sessions; volunteer, full-time.

Other Relevant Experience:

1967 to 1978: ***United State Post Office,*** Postal Clerk -- Responsible for sorting and distributing incoming mail; full-time.

Education

Towson State University, Towson, Maryland; B.A. Degree, May 1983, Major: Public Administration.

Community College of Baltimore, Baltimore, Maryland; A.A. Degree, May 1980, Major: Law Enforcement and Corrections.

References

Will be furnished upon request.

VOLUNTEER B: MARY

Mary's History

When Mary graduated from high school she worked for three years as a clerk typist. After working at home for a few years while her two children were small, Mary was hired by the Fairchild Republic Company as a parts expediter.

Mary enjoyed her job, but felt she wanted to contribute more to her community. Through a neighbor she became interested in Girls' Clubs activities, and was soon volunteering her time. She found she had a talent for fund-raising, and was asked to chair the fund-raising committee.

Under Mary's leadership, the Girls' Club raised a great deal of money. When a citizens' group began working to open a shelter for battered spouses, Mary was asked to head the fund-raising committee. By that time Mary had been laid off at Fairchild and had begun classes in data processing at Hagerstown Junior College. She was able to put fund-raising records on a computer program and to greatly increase the organization's collection of funds.

Mary's career objective is a computer sales position; her combination of education and volunteer experience will enable her to get the job she wants.

Mary's Repsonse to the Application Form for a computer sales position at Data Systems, Inc.

EMPLOYMENT RECORD

Give a complete statement of your work history, beginning with your present or last employment and listing in reverse order the positions you have held. Include all Federal, State, public employment, service in Armed Forces, and pertinent volunteer experience.

Dates of Employment	*1. Name of Employer* *2. Position Held*	*Duties of Job*	*1. Salary* *2. Reason for Leaving*
Jan. - April 1984	*1. Computer World, Inc.* *2. Sales and Service Representative*	*Responsible for customer sales and servicing and programming computers.*	*1. Internship; part time* *2. Internship completed and to seek paid employment*
1982 - 1983	*1. CASA, Inc.* *2. Chairperson of Building Fund*	*Computerized fund-raising records. Planned and implemented major fund-raising campaign. Raised $50,000 in one year.*	*1. Volunteer* *2. To seek paid employment*
1975 - 1982	*1. Girls' Club of Hagerstown* *2. Chairperson of Fundraising Committee*	*Planned and implemented fund-raising campaign. Prepared long-range fund-raising goals and implementation plan for the organization through the 1980's. Raised over $15,000 in new funds.*	*1. Volunteer*
1970 - 1982	*1. Fairchild Republic, Inc.* *2. Parts Expediter*	*Partcipated in A-10 assembly worked by assuring that three departments received necessary parts and instructions.*	*1. $15,000/year*

MARY B. PATTERSON

524 Spring Street
Hagerstown, Maryland 21740

Career Objective: Computer Sales

Summary of Qualifications

My experience includes several successful sales and promotional efforts; my education has provided the computer background necessary for a computer sales position.

Professional Accomplishments

- Developed and directed fund-raising and sales campaigns for two organizations
- Increased the volume of sales for those organizations over 50%
- Successfully completed a 15-week work experience internship in computer programming and sales
- Earned an Associate in Arts degree in Data Processing with 3.5 grade average

Experience

1984: ***Computer World, Inc.;*** Computer sales and services -- College-sponsored work experience internship, 10 hours per week for 15 weeks. Responsible for debugging, programming and customer sales.

1982-1983: ***CASA, Inc. (Citizens Assisting and Sheltering the Abused);*** Chairperson, Building Fund -- Responsible for computerizing fund-raising records. Planned, organized and implemented program which resulted in the raising of $50,000.

1975-1982: ***Girls' Club of Hagerstown;*** Chairperson, Fund-raising Committee -- Responsible for planning, organizing, and implementing fund-raising campaign. Raised over $15,000 in new funds for the organization.

1970-1982: ***Fairchild Republic, Inc.;*** Parts Expediter -- Responsible for assuring that three departments received necessary parts and instructions for A-10 assembly work.

Education

1984: A.A. Degree, Hagerstown Junior College, Hagerstown, Maryland.
Major: Data Processing
G.P.A. 3.5
Courses included: COBOL, RPG, BASIC, Computer Augmented Accounting, Cost Accounting and System Analysis.

VOLUNTEER C: VERNA

Verna's History

Verna began working at age 20 as a file clerk at the Social Security Administration. Around that time she began her career as a volunteer in after-work-hour activities. She became involved with the local Meals on Wheels Program and was soon addressing community groups on the need for such a program on the local and statewide levels.

She joined the Woodlawn Toastmistress Club and continued to develop her speaking ability and poise. She served as Toastmistress for the United Fund's Social Security State Awards Banquet and received several citations for her volunteer speaking. In 1975, Verna became the first Black woman to win the Toastmistress World International Speech Contest.

Verna's love for the theatre took her in other volunteer directions as well. For the last eight years she has worked with the Arena Players gaining acting, speaking, and producing experience. At age 30, Verna returned to school to complete her high school degree and continued to earn college credits.

Verna's varied and extensive volunteer experience gave her the background and skills needed to apply for and get an employee development specialist position at the Social Security Administration. Verna credits her ability to move from a file clerk position to a middle management position as employee development specialist to the skills, talents and self-confidence she developed through her volunteer work.

Verna's Response to the Application Form for the Position of Employee Development Specialist at the Social Security Administration:

APPLICATION FORM

EXPERIENCE RECORD (last position first)

Company	From	To	Position and Duties	Salary
Arena Players	1976	1984	Production Assistant: Produced video tapes, directed theatrical productions, assisted in casting and staging of plays. Actress: Played a variety of roles, specialized in character roles.	Volunteer (part-time)
Woodlawn Toastmistress Club	1970	1978	Club President (1976-1978): Organized monthly dinner meetings supervised annual budget, chaired executive committee, presided over numerous conferences and workshops, spoke to over 125 organizations annually. Executive Committee Member (1974-1976): Chaired sub-committees on programming, special events and membership, developed toastmistress skills and taught workshops to help others develop skills.	Volunteer (part-time)
Meals on Wheels of Maryland	1969	1971	Volunteer Recruiter: Advocated for the program by speaking to numerous community and State groups to explain the program and recruit volunteers.	Volunteer (part-time)
Social Security Administration	1969	1984	File Clerk: Provided secretarial and clerical assistance in the Division of Program Planning. Primarily responsible for record keeping and organizing files.	$13,000/yr.

VERNA L. STOKES

59452 Singer Street
Woodlawn, Maryland 21231
Office: 594-3131
Home: 944-6129

Career Objective

- Employee development and training using communications and video tape production skills to facilitate training responsibilities.

Professional Experience and Skills

Production Assistant/Actress: Arena Players (1976 - 1984) Volunteer

- Production of video tapes
- Direction of theatrical productions
- Administration of production department
- Casting and staging of theatrical productions
- Acting in theatrical productions

President/Executive Committee Member: Woodlawn Toastmistress Club (1970 - 1978) Volunteer

- Administration of Club activities
- Preparing of Club budget
- Arranging programs for Club meetings
- Presiding over Club-sponsored workshops and conferences
- Speaking to over 125 organizations each year

Volunteer Recruiter: Meals on Wheels of Maryland (1969 - 1971) Volunteer

- Advocacy
- Public speaking
- Recruitment of volunteers

Work Experience

File Clerk: Social Security Administration (1969 - 1984)

- Staff support in the Division of Program Planning
- Record keeping, organization of office files

Education

- Attended University of Maryland - Baltimore County 1981-1984. Have completed 96 out of 120 credits for a Bachlor of Arts in Public Administration.

Special Assets

- Have theatrical training which is valuable in developing audio-visual materials and presenting training programs.
- Public speaking skills.
- Contacts with many local and State public service, fraternal and civic organizations.

Awards

- Winner of 1975 Toastmistress World International Speech Contest
- 1973 and 1975 Recipient of Maryland Toastmistress of the Year Award

References

Available upon request.

V. ADDITIONAL RESOURCES

Resources for Job Hunting and Resume Writing:

Karen Abarbanel and Connie McClung Siegel, *Woman's Work Book.*
Sally Ashley, *Connecting: A Handbook for Housewives Returning to Paid Work.*
Eleanor Berman, *Reentering.*
Richard Bolles, *What Color is Your Parachute?*
Catalyst, Inc., *Marketing Yourself.*
Catalyst, Inc., *What To Do With the Rest of Your Life.*
Catalyst, Inc., *When Can You Start?*
*Constance Drake Cawley, *Time For A Change: A Women's Guide to Non-traditional Occupations,* Technical Education Research Centers, 44 Brattle Street, Cambridge, Mass. 02138.
Council of National Organizations for Adult Education, *I Can,* 308 West 30th Street New York, New York 10001.
*Martha Merrill Doss, *The Directory of Special Opportunities for Women.*
*Norman Feingold and Glenda Hansard-Winkler, *900,000 Plus Jobs Annually: Published Sources of Employment Listings.*
*Norman Feingold and Norman Reno Miller, *Emerging Careers: New Occupations for the Year 2000 and Beyond.*
Howard Figler, *The Complete Job Search Handbook.*
Linda Gale, *The National Career Director.*
Richard Irish, *Go Hire Yourself an Employer.*
Tom Jackson, *The Perfect Resume.*
Tom and Dandyne Jackson, *The Hidden Job Market.*
*Willis L. Johnson, Editor, *Directory of Special Programs for Minority Group Members: Career Information Services, Employment Skills Banks, Financial Aid Sources,* Third Edition.
Richard Lanthrop, *Who's Hiring Who?*
Theodore Pettus, *One on One: Win the Interview, Win the Job.*
Paula Robbins, *Successful Midlife Career Change.*
Edward J. Rogers, *Getting Hired.*
Bruce Shertzer, *Career Planning, Freedom to Choose.*
Gail Sheehey, *Passages.*
Gail Sheehey, *Pathfinders.*
Andrew Souerwine, *Career Strategies.*
Mary Welch, *Networking.*

**If these resources cannot be found in a library, they may be ordered from the Garrett Park Press, Garrett Park, Maryland 20896.*

GENERAL MARYLAND RESOURCES

Maryland Commission for Women
1123 North Eutaw Street/Room 603
Baltimore, Maryland 21201

Baltimore New Directors for Women
2517 North Charles Street
Baltimore, Maryland 21218

Metropolitan YWCA
128 West Franklin Street
Baltimore, Maryland 21201

Voluntary Action Center of
Central Maryland
22 Light Street
Baltimore, Maryland 21202

Maryland Service Corps
1123 North Eutaw Street/Room 310
Baltimore, Maryland 21201

Careerscope
Harriett Tubman Building
8045 Route 32
Columbia, Maryland 21044

LOCAL COMMISSIONS FOR WOMEN

Anne Arundel County CFW
94 Franklin Street
Annapolis, Maryland 21401

Baltimore City CFW
608 Edgevale Road
Baltimore, Maryland 21210

Baltimore County CFW
124 County Courthouse
Towson, Maryland 21204

Calvert County CFW
P.O. Box 54
St. Leonard, Maryland 20685

Cecil County CFW
25 East Parkway
Elkton, Maryland 21921

Harford County CFW
220 South Main Street
Bel Air, Maryland 21014

Howard County CFW
John Lee Carroll Building
3450 Courthouse Drive
Ellicott City, Maryland 21043

Montgomery County CFW
150 Maryland Avenue
Rockville, Maryland 20850

Prince George's County CFW
14741 Governor Oden Bowie Drive
Room 1126
Upper Marlboro, Maryland 20772

St. Mary's County CFW
Route 1, Box 418
Hollywood, Maryland 20636

Wicomico County CFW
233 West Main Street
Salisbury, Maryland 21801

DISPLACED HOMEMAKER CENTERS

CASA/New Directions
116 West Baltimore Street
Hagerstown, Maryland 21740

New Horizons
Chesapeake College
Wye Mills, Maryland 21679

New Phase Career Center
County Office Building/5th Floor
100 Maryland Avenue
Rockville, Maryland 20850

Open Doors
26 S. Main Street
Bel Air, Maryland 21014

Displaced Homemaker Program
Allegany Community College
Willowbrook Road
Cumberland, Maryland 21502

Project Second Start
Catonsville Community College
800 S. Rolling Road
Baltimore, Maryland 21228

Career Awareness Center
105 Railroad Avenue
Elkton, Maryland 21921

Project Forward Step
Frederick Community College
Opossumtown Pike
Frederick, Maryland 21701

Crossroads
UCAP
1400 Doewood Lane
Capitol Heights, Maryland 20743

Shore Up! Inc.
520 Snow Hill Road
Salisbury, Maryland 21801

Women in Transition
Villa Julie College
Greenspring Valley Road
Stevenson, Maryland 21153

YWCA Women's Center
167 Duke of Gloucester Street
Annapolis, Maryland 21401

Career Opportunity Program
Oakland Center
104 E. Center Street
Oakland, Maryland 21550

St. Mary's Women's Center
8 Lei Drive
Lexington Park, Maryland 20653

Displaced Homemaker Project
Dundalk Community College
7200 Sollers Point Road
Baltimore, Maryland 21222

Displaced Homemaker Project
Community College of Baltimore
Lombard and Market Streets
Baltimore, Maryland 21202

Hagerstown Junior College
751 Robinwood Drive
Hagerstown, Maryland 21740

COMMUNITY COLLEGES

Check with your local Community College.
Most of them should have a Career Resource section in their libraries.

MARYLAND COMMISSION FOR WOMEN

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